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RECORDS SERVICES DIVISION

Chief, Records Center Section

26 March 1954

Chief, Records Management Branch

Inventory of JANIS

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1. Colonel [REDACTED] ORR, has discussed with me the stocks of JANIS maintained by the Army, Navy and Air Force. As the result of an inventory made in December 1950 by OCD, it was found that the following stocks of JANIS were on hand:

a. Dept. of the Army	82,351
b. Dept. of the Navy	33,000
c. Dept. of the Air Force	25,000

At the time this inventory was made, there was no indication as to how the material was filed or where it was physically located. In view of the fact that a recent decision has been made that would permit the destruction of certain copies of JANIS, it is necessary to determine from the above mentioned agencies, their current stocks, where they are located and how they are filed.

2. On 25 March, in a telephone conversation with Ed Dwyer, Chief, Office Methods Division, Department of the Navy, I asked him to supply me with the above information on the stocks of JANIS held by the Department of the Navy. Can you arrange to obtain similar information with respect to the Departments of the Army and the Air Force? If you cannot do so informally through your own contacts, let me know and we will prepare a letter to the appropriate officials in these Departments for Col. White's signature.

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3. Colonel [REDACTED] also indicated to me that an Agency notice will soon be issued specifying the JANIS reports which can be destroyed. Do not take any action on this Notice until you and I have an opportunity to discuss it further with Colonel [REDACTED]. He has indicated, tentatively, that we should probably hold ten (10) sets of each JANIS as a permanent record.

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